

## **Stay Safe & Intimate Care Policy**

**Updated:** January, 2019

**Next Review:** January, 2021

### **Introductory Statement**

The staff and management of Drimnagh Castle Primary School have developed and agreed this policy in line with current recommendations and guidelines relating to child abuse prevention and child protection guidelines.

This policy addresses the responsibilities of the school in the following areas:

- A. Prevention – curriculum provision
- B. Procedures – procedures for dealing with concerns / disclosures
- C. Practice – best practice in child protection

Copies of this policy document and the appended section from Department of Education and Science, Child Protection Guidelines and Procedures will be made available to all staff (policy document folder on server). It is incumbent on all staff to familiarise themselves with ‘Children First’ and the Department of Education and Science Child Protection Guidelines & Procedures.

### **Aims**

This policy aims to:

- Create a safe, trusting, responsive and caring environment by valuing each child’s contribution and work through praise and encouragement.
- Provide a personal safety skills education which specifically addresses abuse and prevention for all children in the school. The children in our care may not always be capable of talking about their problems. All staff should observe and spend time to get to know the children and how they may conceal their worries and problems.
- Develop awareness and responsibility in the area of child protection amongst the whole school community.
- Put in place procedures for good practice to protect all children and staff.
- Ensure all staff members are aware of, and familiar with, the ‘Children First’ and the Department of Education and Science Guidelines and Procedures in relation to reporting concerns and / or disclosures of child abuse and bullying.
- Provide for ongoing training in this and related areas for all school staff.

### **Prevention**

Drimnagh Castle Primary School uses the Stay Safe programme to provide education for children on abuse prevention. This programme is taught as part of school’s SPHE curriculum

under strand unit Safety & Protection. Staff will make every effort to ensure that the messages of the programme are reinforced whenever possible.

### **Procedures**

All staff (teachers, SNAs, ancillary, secretarial, caretaking etc.) in this school will follow the recommendations for reporting concerns or disclosures as outlined in the 'Children First' and the Department of Education and Skills document, 'Child Protection Guidelines & Procedures'.

The Board of Management of this school has appointed Mr. Eugene Duffy as Designated Liaison Person (DLP) and Mr. Brendan Gillespie as Deputy DLP.

The staff and management of this school have agreed:

- All concerns / disclosures involving child protection /child welfare issues will be reported in the first instance to the DLP (Deputy DLP where appropriate).
- Each report to the DLP will be dated and signed by the person making that report.
- A strict adherence to maintaining confidentiality; information regarding concerns or disclosures of abuse should only be given on a 'need- to -know' basis.

The staff and management of this school recognise the children's rights and will treat them with dignity and respect by:

- Not accepting threatening, violent or degrading behaviour.
- Telling children their rights and responsibilities.
- Treating the children as individuals.
- Involving children.
- Making time for children to talk.
- Acknowledging the right for non-verbal children to communicate using augmentative/alternative communication system.

### **Stay Safe Programme**

It is the policy of the school that the Stay Safe Programme is done each year with the pupils. Children are taught the content of the Stay Safe Lessons in the classroom. Teachers and parents work together to ensure that children learn the skills they need to keep safe.

Through the Stay Safe Programme each child shall be taught how to complain in ways and language they know best.

Take away the secrecy on which abuse thrives.

Each child shall be made aware of their rights and that the school will protect them and not cover up problems.

All staff are aware of the school discipline code.

All staff are committed to the prevention of physical, sexual and emotional abuse of children.

### **Guidelines for Good Practice in Intimate Care**

Children and young adults with disabilities can be very vulnerable and all staff involved in their care need to be particularly sensitive to their needs.

The following areas have been considered by the staff and Board of Management of this school as areas of specific concern in relation to child protection. Following discussion and consultation the staff and the Board of Management have agreed that the following practices be adapted:

#### **(a) Physical Contact**

While physical contact may be used to comfort, reassure or assist a child, the following should be factors in determining its appropriateness:

- It is acceptable to the child
- It is open and not secretive
- The age and developmental stage of the child

School personnel should avoid doing anything of a personal nature for children that they can do for themselves.

#### **(b) General Care**

All staff to be involved in the following aspects of general care of pupils:

- The planning and implementation of services
- Working as part of the multi-disciplinary team.
- Pupils' reviews.
- General escorting duties where intimate care is not required.
- Helping pupils with social skills, i.e. eating, drinking, hair-washing and grooming, teeth cleaning, showering/bathing etc.
- Dressing and undressing of outer clothing.
- The lifting and positioning of a pupil who is dressed.

#### **(c) Privacy**

Each pupil should be treated with dignity and his/her privacy ensured at all times.

Privacy is an important issue and much intimate care can be carried out on a one- to- one basis. Quite apart from the practical difficulties, the presence of two staff members causes a loss of privacy and can imply a lack of trust in staff. Consequently, staff are

supported to carry out the intimate care of pupils alone unless the task requires the presence of two people.

#### **(d) Language**

All staff to be consistent with the terminology used with each pupil. Keep sentences short and emphasise key words.

Accompany the language with non-verbal cues i.e. facial gesture and pointing, formal sign.

#### **(d) Independence**

Involve pupils as far as possible in their own intimate care.

Staff should encourage pupils to do as much for themselves as possible. However, where a pupil is fully dependent on his carer, staff should explain their actions and give choices where possible.

#### **(e) Self-Image**

At all times staff should encourage pupils to have a positive image of their own bodies.

Confident assertive people who feel their bodies 'belong to them' are less vulnerable. As well as basics like privacy, the approach that staff take to pupils' intimate care can convey many messages to them about their self-image. Staff attitudes to the pupils' intimate care is of paramount importance.

#### **(f) Safety**

1. Staff should be careful in all aspects of care and not leave themselves open to the possibility of allegations and ensure that actions, comments or remarks cannot be misinterpreted.
2. It should be remembered that some pupils can make unfounded allegations and appropriate measures should be taken to ensure the protection of pupils and staff.
3. Although the possibility of allegations from male pupils against both male and female staff is generally less likely, staff should ensure that actions and remarks are not open to misinterpretation.
4. Staff should avoid restraining pupils, except where this is absolutely necessary to maintain safety.

#### **(g) Children with Specific Toileting / Intimate Care Needs**

- Staff will wear protective gloves
- Where appropriate two members of staff will be present when dealing with intimate care / toileting needs.

- Where possible the pupil will be involved in identification of his/her personal requirements.
- Parents will be notified of toileting accidents if unprecedented.
- Work carried out by special needs assistants will be carried out under direction of class teacher.
- School outings – class teacher will make appropriate arrangements for the intimate care needs of their class.

At all times there must be adequate supervision of pupils.

While every effort will be made to adhere to best practice as agreed and outlined above, in the event of an emergency where this is not possible or practicable, a full record of the incident should be made and reported to the principal and parents.

**Links to other Policy / Planning Areas**

**Prevention** SPHE curriculum, Strand Unit on Safety & Protection

**Procedures** Child Safeguarding Statement, Child Safeguarding Risk Assessment, Health & Safety Policy, and Anti Bullying Policy.

**Practice** Policy on Outings and Intimate Care Policy

**Review/Ratification/Communication**

This policy will be monitored and reviewed by the Board of Management in two years. The Board of Management will ensure that adequate training and support is provided for all staff.

Signed: Matthew Liddle (Chairperson of BOM)

Date: 04/04/19